

Jonathan Trumbull Library Board of Trustees
Bylaws Subcommittee Special Meeting
September 26, 2018
4:00 P.M.

Jonathan Trumbull Library meeting room

Present: Cathe McCall, Colleen Meese, Maureen McCall and Library Director, Matt Earls

The meeting was called to order at 4:02.

Current Wording	Proposed Wording	Reason
<p>Section I – Duties of Officers</p> <p>Chairman</p> <ol style="list-style-type: none"> Warns all meeting with the Selectman's office and the Town Clerk. Conducts correspondence as directed. 	<p>Section I – Duties of Officers</p> <p>Chairman</p> <ol style="list-style-type: none"> Warns all meetings with the Selectman's office and the Town Clerk. Is responsible for all correspondence. 	<p>The word <i>meeting</i> should be plural.</p> <p>Conducts as directed doesn't make sense.</p>
<p>Sub/Standing Committees</p> <ol style="list-style-type: none"> Chairman shall warn all committee meetings as special Board Meetings, file on the Town Hall website with the date, place, and agenda twenty-four (24) hours or more prior to a meeting. In the absence of the Chairman, the subcommittee must elect a chairman as well as a secretary after calling the meeting to order. 	<p>Sub/Standing Committees</p> <ol style="list-style-type: none"> Chairman shall warn all committee meetings as special Board Meetings and file on the Town Hall website with the date, place, and agenda twenty-four (24) hours in advance of a meeting. In the absence of the Chairman, the subcommittee must elect a chairman after calling the meeting to order. 	<p>Item 2 - there should be an AND between meetings and file and 24 hours <i>in advance</i> suggested.</p> <p>Item 3 - appointing a secretary in 4 so removed that from 3.</p>
<p>ARTICLE VIII – AMENDMENTS</p> <ol style="list-style-type: none"> These Bylaws may be amended, by the amendment being submitted in writing to the Chairman, who will distribute them to the Board for discussion and action at the next meeting. They may be amended by an affirmative vote of six (6) members at the next board meeting. 	<p>ARTICLE VIII – AMENDMENTS</p> <ol style="list-style-type: none"> These Bylaws may be amended, by the amendment being submitted in writing to the Chairman, who will distribute them to the Board for discussion and action at the next meeting. They may be amended at any time by an affirmative vote of six (6) members at the next board meeting. 	<p>We want it noted that the bylaws can be looked at at any time, not just once a year.</p>

Current Wording	Proposed Wording	Reason
<p><i>LIBRARY POLICIES</i></p> <p>AMENDMENTS TO POLICIES MAY BE MADE BY AN AFFIRMATIVE VOTE OF SIX (6) MEMBERS AT A SUBSEQUENT BOARD MEETING.</p>	<p><i>LIBRARY POLICIES</i></p> <p>AMENDMENTS TO POLICIES MAY BE MADE AT ANY TIME BY AN AFFIRMATIVE VOTE OF SIX (6) MEMBERS AT A SUBSEQUENT BOARD MEETING.</p>	<p>We want it noted that the bylaws can be looked at at any time, not just once a year.</p>
<p><i>Circulation Policy</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This applies to the Children's and Young People and Adult sections. This will ensure that materials will be available for circulation to all patrons. Magazines and "NEW" books are loaned for a three-week period. "NEW" books may not be renewed.</p>	<p><i>Circulation Policy</i></p> <p>5. Most library materials will be loaned for a period of three (3) weeks. Renewals will be limited to one time or at the discretion of the librarian. This will ensure that materials will be available for circulation to all patrons. Magazines are loaned for a two-week period and "NEW" books are loaned for a three-week period. "NEW" books may not be renewed.</p>	<p>Remove "This applies to the Children's and Young People and Adult sections." Of course it applies to the entire library!</p> <p>Magazines are loaned for two weeks, not three.</p>
<p><i>Library Use Policy</i></p> <p>7. No animals allowed in the library, except for guide dogs on leash or for designated programs. Therapy or service dogs in training may be admitted only with the permission of library staff.</p>	<p><i>Library Use Policy</i></p> <p>7. No animals are allowed in the library, except for guide dogs on leash or for designated programs. Therapy or service dogs in training may be admitted only with the permission of library staff.</p>	<p>Adding ARE to the sentence makes it sound better.</p>
<p>LIBRARY DIRECTOR</p>	<p>LIBRARY DIRECTOR</p> <p>Public Relations</p> <ol style="list-style-type: none"> 1. Establishes and conducts comprehensive public relations programs which engender goodwill and promote the Library and its services to the community. 2. Employs appropriate means of communication: brochures, posters, newsletters, displays, etc. 3. Addresses community groups (i.e., business, students, elderly, parents, etc.) to inform them of related library resources and services. 	<p>The Library Director position currently shows nothing on Public Relations, only Community Relations. We added it.</p>

Current Wording	Proposed Wording	Reason
YOUTH SERVICES LIBRARIAN Public Relations 3. Addresses community groups (i.e., business, students, elderly, parents, etc.) to inform them of related library resources and services.	YOUTH SERVICES LIBRARIAN Public Relations 3. Addresses schools, students, teachers and parents to inform them of related library resources and services.	The Youth Services Librarian does not deal with the elderly or business groups.

With the addition of Public Relations, the Library Director's Evaluation will need to be changed.

Also note that Bill Goba was added to the Budget Committee.

Motion (Colleen Meese/Matt Earls) to adjourn at 4:50.

Respectfully submitted,
Maureen McCall